

**OPHIR HILL FIRE PROTECTION DISTRICT  
AGENDA  
BOARD OF DIRECTORS MEETING  
Monday – October 10, 2022  
4:30PM**

**I. STANDING ORDERS**

1. *CALL TO ORDER*
2. *PLEDGE OF ALLEGIANCE*
3. *ROLL CALL*  
Others Present

**II. SPECIAL ORDERS**

1. Approve board minutes from previous meeting
2. Chief's Report
3. Financial Statements & Warrant Requests - Report copies and details will be provided at 4PM

**III. FIRE INSPECTIONS – Report and updates – Captain Nelson reports on a quarterly basis 2022:**

March  
June  
September  
December

**IV. OLD BUSINESS**

1. Update on District Election
2. New ID badges

**V. NEW BUSINESS**

1. Approve Final Budget 2022/2023
2. Update on AT&T project

**VI. CORRESPONDENCE**

Review and approve Audit 2021/2022 Engagement Letter

**VII. PUBLIC COMMENT**

**VII. MOTION TO ADJOURN**

PUBLIC COMMENT: The opportunity of the public to be heard on an item on the agenda shall be provided during the consideration of that item (Gov't. Code Section 59495.3). The public may address items not on the agenda that are of interest to the public and are within the subject matter jurisdiction of the Board, provided no action is taken in compliance with Gov't. Code Section 54954.3(a).

\*\*This Agenda was posted 72 hours in advance of the meeting at the Ophir Hill Fire Protection District office  
Online at [www.Ophirhillfire.org](http://www.Ophirhillfire.org)

**OPHIR HILL FIRE PROTECTION DISTRICT**  
**Meeting Minutes**  
**BOARD OF DIRECTORS MEETING**  
**Monday, September 12, 2022**  
**4:30 p.m.**

**I. STANDING ORDERS**

1. CALL TO ORDER - Meeting called to order at 4:30 p.m. by Chairman Armacher
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL - Chairman Armacher, Vice-Chairman Borgnis, Director Martin, Director Peterson, Director Sousa  
Others Present: Chief Robb Rothenberger, Board Secretary Monique Sousa

**II. SPECIAL ORDERS**

1. Approve Board Minutes from previous meeting on July 11, 2022.  
MOTION I - Vice-Chairman Borgnis motioned to approve the meeting minutes.  
2nd by Director Martin  
VOTE: Unanimous
2. Chief's Report  
Chief report given by Chief Rothenberger – see report for details.  
Fire Apparatus Engineer Chris Billberg, Firefighter Sarah Cartmell and Firefighter Christian Carranza are all leaving Ophir Hill Fire. David Ray is retiring from the fire service. Ryan Kenny was hired as a Seasonal Firefighter and Brandon Roberts was hired as a Paid Call Firefighter. Ophir Hill Fire Protection District and Higgins Fire Protection District are planning to host a joint recruiting event for firefighters in Nevada County.
3. Financial Statements and Warrant Requests  
Monique Sousa reported the fund balances as outlined below:  
Fund Balance for LAIF 721 \$ 956,032.32  
Fund Balance for 727 LAIF \$  
Fund Balance for 765 LAIF \$  
West America Checking \$ 164,197.08

**III. FIRE INSPECTIONS – report presented by Captain Nelson**

2022

March

May

June

July

September – Postponed as Captain Nelson is out on a fire.

December

**IV. OLD BUSINESS**

District Election Update

Chairman Buckley and Director Peterson have completed candidate filing for the upcoming election.

**V. NEW BUSINESS**

1. New ID Badges  
Chief Rothenberger will work with Captain Nelson to renew and reissue ID badges.

2. Firefighter Positions

Chief Rothenberger proposed an increase in pay and hours for the firefighters and an increase in the employees' health insurance contribution. See attached.

Motion II -Director Martin moved to adopt the proposal to increase the pay and hours for the firefighters and increase the employees' health insurance contribution and revisit these increases in April 2023.

2nd by Vice-Chairman Borgnis

VOTE: Unanimous

3. Review and adopt the Resolution 2022-03 to approve Volunteer Fire Capacity Program (VFC) grant awarded by California Department of Forestry and Fire Protection

Motion III - Vice-Chairman Borgnis moved to adopt Resolution 2022-23 to approve the VFC grant awarded by California Department of Forestry and Fire Protection.

2nd by Director Peterson

VOTE: Unanimous

**VI. CORRESPONDENCE**

No new correspondence

**VII. PUBLIC COMMENT**

No public comments

**VIII. MOTION TO ADJOURN**

MOTION IV – Director Peterson motioned to adjourn the meeting at 5:34 p.m.

2nd by Director Martin

VOTE: Unanimous

Attest:

 10/10/22  
\_\_\_\_\_  
Monique Sousa – Board Secretary Date

PUBLIC COMMENT: The opportunity of the public to be heard on an item on the agenda shall be provided during the consideration of that item (Gov't. Code Section 59495.3). The public may address items not on the agenda that are of interest to the public and are within the subject matter jurisdiction of the Board, provided no action is taken in compliance with Gov't. Code Section 54954.3(a).

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**Ophir Hill Fire Protection District**  
**Fund Balances**  
**As of September - 2022**

Account	Fund			Total
	721	727	765	
LAIF	656,032.32	-	-	656,032.32
WestAmerica	367,151.48			385,277.14
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,041,309.46</b>

## OPHIR HILL FIRE PROTECTION DISTRICT - 721

## Balance Sheet

As of September 30, 2022

	<u>Sep 30, 22</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1900-00 · LAIF FUND 721	656,032.32
1902-00 · WESTAMERICA CHECKING ACCOUNT	<u>385,277.14</u>
Total Checking/Savings	1,041,309.46
Accounts Receivable	
1910-00 · A/R Taxes	23,595.28
1911-00 · A/R Assessments Receivable	12,020.41
1912-00 · A/R Interest Receivable	361.30
1954-10 · Due from Other Gov't	<u>3,583.66</u>
Total Accounts Receivable	39,560.65
Total Current Assets	<u>1,080,870.11</u>
<b>TOTAL ASSETS</b>	<u><u>1,080,870.11</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-00 · ACCOUNTS PAYABLE	51,961.47
Total Accounts Payable	51,961.47
Other Current Liabilities	
2500-00 · PAYROLL TAXES PAYABLE	35,578.46
2600-00 · HEALTH INSURANCE PAYABLE	-5,429.45
2700-00 · CalPERS RETIREMENT PAYABLE	<u>-26,659.18</u>
Total Other Current Liabilities	3,489.83
Total Current Liabilities	<u>55,451.30</u>
Total Liabilities	55,451.30
Equity	
3000 · Opening Bal Equity	-23,684.20
3001-00 · FUND BALANCE	1,286,561.30
Net Income	<u>-237,458.29</u>
Total Equity	<u>1,025,418.81</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,080,870.11</u></u>

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

September 2022

	Sep 22
Ordinary Income/Expense	
Income	
4301-00 · INTEREST INCOME	181.33
4468-20 · OES-Strike Team Other Reimburse	131.84
4496-00 · PROP 172	6,529.79
4606-00 · SALE OF FIXED ASSETS	600.00
4640-00 · 727 to be transferred	648.00
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Total Income	8,090.96
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Gross Profit	8,090.96
Expense	
5050-00 · Salaries-Holiday Pay	157.50
5060-00 · Salaries-Vacation Buyback	71.41
5101-21 · Salaries-O/T Chief	714.60
5101-30 · Salaries-OFFICE MGR.	1,510.43
5101-40 · Salaries-CAPTAIN	11,522.20
5101-41 · Salaries-O/T Captain	5,626.78
5101-42 · Salaries-OT Planned Capt	2,282.84
5101-50 · Salaries-Engineer	5,519.80
5101-51 · Salaries O/T Eng.	0.00
5101-52 · Salaries-OT Planned ENG	810.60
5102-00 · Salaries-SNL FF	10,584.50
5102-23 · Paid Call Firefighters	426.50
5102-25 · STRIKE TEAM PAY	11,739.52
5103-00 · RETIREMENT EXPENSE	4,860.84
5104-00 · GROUP INSURANCE	
5104-10 · Group Insurance	0.00
5104-20 · Group Insurance Reimbursement	3,392.98
5104-00 · GROUP INSURANCE - Other	2,793.77
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Total 5104-00 · GROUP INSURANCE	6,186.75
5105-00 · PAYROLL TAX EXPENSE	10,990.19
5202-10 · CLOTHING-UNIFORMS PERMANENT	-200.00
5203-00 · COMMUNICATIONS	162.00
5205-00 · FOOD	110.31
5206-00 · HOUSEHOLD EXPENSE	768.24
5209-00 · MAINT-EQUIPMENT	2,995.31
5209-10 · MAINT-OFFICE EQUIP	499.96
5210-00 · MAINT-STRUCTURE	371.69
5211-00 · MAINT-AUTO	1,840.37
5213-00 · MEDICAL SUPPLY	28.57
5214-00 · SUPPLIES-OFFICE	61.44
5214-10 · SUPPLIES-OPERATING	2,013.34
5215-00 · PROFESSIONAL SERVICE	26.61
5219-00 · SMALL TOOLS	68.62
5219-10 · SMALL TOOLS-FIRE EQUIPMENT	1,099.93
5223-00 · FUEL	2,022.75

OPHIR HILL FIRE PROTECTION DISTRICT - 721

Profit & Loss

September 2022

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	<u>Sep 22</u>
5224-00 · UTILITIES	1,652.05
5300-30 · OES MISC STRIKE TEAM EXPENSE	<u>2,085.74</u>
Total Expense	<u>88,611.39</u>
Net Ordinary Income	<u>-80,520.43</u>
Net Income	<u><u>-80,520.43</u></u>